| Personnel | Education and Training Programs | **Return to Research Program** |

PURPOSE: .01 The Senior Scientific Manager Return to Research (RTR) Program allows the senior scientific manager to make a transition to technical work from a senior management position. The program is intended to encourage scientific and engineering Staff Members to experience a varied career pattern, to develop a cadre of experienced managers among the nonsupervisory staff, and to facilitate the change of a scientific Staff Member from a management to a nonmanagement position.

PROGRAM PARAMETERS: .02 All costs associated with the RTR Program are borne by the Laboratory, usually through the Indirect Budget.

ELIGIBILITY: .03 The candidate must be a senior scientific manager at division level or above. The individual must previously have been active in scientific or engineering research or development at this Laboratory or at 1 or more other recognized research institutions. Senior scientific managers who elect to make a transition into another management position or lower-level managers who elect to return to research are not covered by the RTR Program. However, similar programs may be established within a directorate for personnel below the eligible management level.

APPROVAL: .04 The request must be reviewed and recommended by the appropriate supervisor(s). The Special Employment Programs/Services Group (HRD-2) coordinates the request. The cognizant directorate and the Controller must review the proposal, and final approval must be received from the Director's Office.

LENGTH OF PROGRAM: .05 The maximum period of time an individual may be in the RTR Program is 2 years.

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CONDITIONS:

Job Title	.06	On entering the RTR Program, the manager relinquishes the management title and assumes the title of Staff Member.
Benefits	.07	While the individual is in the RTR Program, vacation, sick leave, and other benefits continue.
Salary	.08	When entering the RTR Program, the individual retains the former salary. Future salary increases are based on performance in the Staff Member job and in accordance with the provisions of AM 211.

PROCEDURES:

Lead Time	.09	Because of the time required for processing requests and obtaining approvals, RTR requests should be submitted as soon as possible before the proposed beginning date.
Initiating a Request	.10	The candidate must submit a Return to Research Program Approval form (available from HRD-2) and a memorandum addressed through the immediate supervisors of the current and proposed organizations to the DDO that include a

> Description of the proposed work to be performed and the proposed organizational assignment,
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> Statement of the relevance of the topics or projects to the Laboratory's mission,
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> Statement of the immediate and long-range benefits to the proposed Laboratory program,
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> Specific period requested (not to exceed 2 years), and
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> Detailed level of funding requested to include salary, fringes, and materials and supplies for 1 year.

Approvals	.11	The requesting memorandum and approval form are routed through the immediate supervisors in the current and proposed organizations to HRD-2 for coordination. HRD-2 is responsible for obtaining approvals from other Laboratory management as appropriate. *See Chart of Approvals, AM 600.II.*
Personnel Action Form	.12	After approvals have been obtained, the new organization sends a Personnel Action form (PA) to HRD-2.